

CONTRACTOR'S PROGRESS, STATUS  
AND  
MANAGEMENT REPORT

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CONTRACT: N00014-03-C-0195

DELIVERY ORDER: 0002

REPORT DATE: 15 May 2005

PERIOD OF PERFORMANCE: 1 January 2003 through 30 June 2005

REPORTING PERIOD: April 1, 2005 through April 29, 2005

TITLE: ONR S&T

CDRL: A001

SECURITY CLASSIFICATION: N/A

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<b>Report Documentation Page</b>			Form Approved OMB No. 0704-0188		
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1. REPORT DATE <b>15 MAY 2005</b>	2. REPORT TYPE <b>N/A</b>	3. DATES COVERED <b>-</b>			
4. TITLE AND SUBTITLE <b>Contractor's Progress, Status and Management Report</b>			5a. CONTRACT NUMBER		
			5b. GRANT NUMBER		
			5c. PROGRAM ELEMENT NUMBER		
6. AUTHOR(S)			5d. PROJECT NUMBER		
			5e. TASK NUMBER		
			5f. WORK UNIT NUMBER		
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) <b>Office of Naval Research Ballston Tower One 800 North Quincy Street Arlington, VA 22217-5660</b>			8. PERFORMING ORGANIZATION REPORT NUMBER		
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)			10. SPONSOR/MONITOR'S ACRONYM(S)		
			11. SPONSOR/MONITOR'S REPORT NUMBER(S)		
12. DISTRIBUTION/AVAILABILITY STATEMENT <b>Approved for public release, distribution unlimited</b>					
13. SUPPLEMENTARY NOTES					
14. ABSTRACT					
15. SUBJECT TERMS					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT <b>UU</b>	18. NUMBER OF PAGES <b>7</b>	19a. NAME OF RESPONSIBLE PERSON
a. REPORT <b>unclassified</b>	b. ABSTRACT <b>unclassified</b>	c. THIS PAGE <b>unclassified</b>			

## **1. Work Accomplished:**

**Financial Analyst:** Performing as a Financial Analyst during the month of April 2005, the following actions were completed by Ray Bartholomew. The following bullets (highlighted in blue text) reflect “new” information that has not been previously reported on a reoccurring basis.

The first three weeks of the month focused on responding to various members of the ONR staff concerning the Code 353 Budget Mid-Year execution in regards to Fiscal benchmarks, as well as numerous reprogramming efforts caused by the Fiscal guidance that Code 08 had previously provided in August. This concern required daily review of execution expenditures and analysis with spend plans that had been developed.

Developed several “tailor-made” reports for the Director, Deputy Director, and Program Officers to address concerns/projections they had about FY 2005 budget execution.

These reports contained such info as:

- FY 2005 and Outstanding Commitments. Code 35 requested we review the Code 08 web site and determine which funding documents were delinquent in regards to becoming obligated.
- FY 2005 Uncommitted Status of Funds
- “Big Dog List” which identified performers that had been allocated large amount of funds and were not providing adequate documentation in the form of monthly reports/invoices. As a follow-up, I provided detailed award information in order to make the tracking of the monthly reports/invoices much easier for everyone.

Assisted Program Managers with:

- information to expedite obligation of funds
- Updated expenditure information as access to INRIS was being removed while the building move was taking place.
- preparation of PR (Procurement Requests)

Continued the preparation for the physical move to Liberty Square One scheduled for May 6<sup>th</sup>. In conjunction with the move, I was also able to access the new ONR Metaframe network from an off-site location. All previous services, as well as a few new ones (printing from the off-site location), were tested and operated as expected.

With the concurrence of the Deputy Director, invited the Code 353 Operations Section to attend the weekly financial review meeting. The purpose of the invite is to coordinate and promulgate known milestones for the remainder of the FY.

With the ONR servers scheduled to be unavailable from April 28 to May 2<sup>nd</sup> (which in effect, shutdown all network capabilities), I began working on 4 side projects.

- Update of the **Financial Management Handbook**
- Development of a **Code 353 Program Officer’s Handbook**, to include an orientation class.
- Development of two flow charts on the mechanics of **R-2 Budget Exhibits** and **Congressional Funds Processing**. With the Mid-year review and ONR relocation, feedback is not expected until the May timeframe.

As the administrator for the Code 353 Manager's mailing list, I deleted and added records as people departed or joined.

Coordinated responses to several tasker assignments by ONR staff members.

- Code 353 Deputy Director requesting PEN update information in regards to the DDR&E Weapons TARA input.
- Code 06 requesting that ALL files be removed from the G:Drive. In respect to this, I moved the remaining files to my F:Drive.

The following has been previously reported on a reoccurring basis

- On a weekly basis, briefed the Code 353 Director and Deputy Director on ongoing projects/efforts concerning budget execution.
- Screened message traffic and ensured financial information was distributed to appropriate Managers.
- Accepted Invoices from the Managers, received Funding Documents from Code 08, and filed them to the electronic library.
- Researched and responded to internal and external inquiries about Code 353's execution status by extracting information from INRIS, STARS, and DISCOVERER.
- Continued the primary mission of updates to the three financial management tools ("DASHBOARD", "STORY", and "SPEND PLANS") for FY 2003, 2004 and 2005. Once promulgated by the Deputy Director, my primary mission should be the updating of FY 2004 and FY 2005 SPEND PLANS ONLY.

**Executive Assistant:** Performing as an Executive Assistant during the month of April 2005, the following actions were completed by Ella Alexander. The following bullets (highlighted in blue text) reflect "new" information that has not been previously reported on a reoccurring basis.

- Worked on several Conferences: Directed Energy Weapons-Reston VA, DARPA Tech Symposium-Anaheim CA
- Developed Correspondence Manual
- Revised Updated Commandant GO DESK Handbook w/Director's info
- Organized 353 Leadership Meeting/Executed
- Completed 4 vouchers for Director/Trips/Alex/Detroit/Tampa/Orlando
- Completed Director's Public Financial Disclosure Form
- Cancelled Voucher for Registration Fee Quantico
- Transferred Files to CD Room (prepare for move)
- Attended Liberty One Move meeting
- Oversee (Adan-transferring of Director's files)Preparation for move
- Packing for Move(Liberty Center)
- Prepared Routing slip for 2 Briefs for Deputy Director
- Completed 3 orders for Directors trip (BGSOC&GWOP)
- Collaborated w/Front Office regarding Directors travel-Marybeth/Captain Kamp
- Reviewed a Read A Head brief via Fed-X for Director's GWOP Conf
- Developed Folder for Director's Bio to use while on Travel

- Followed-up and resolved request for Palm Pilot for Deputy Director via AO (not available)
- Worked together w/Adan to post Director's Bio and picture updated on SES website
- Successfully recommended and executed key for Director's office/via to be closed and locked at all time
- Registered Director for three Conferences

**Graphic and WEB Developer.** As a Graphics and WEB Developer Adan Perez accomplished the following actions during April 2005, identified as follows:

**On Going Tasks:** Provided technical support in the field of Information Technology to Code 353 and its employee's needs as instructed.

**Training:** Completed intermediate Microsoft Project training class.

**Completed Activities:** (The following "support" was in the form of developing graphics, providing audio/visual aids, printing and arranging copies, and/or to technically supervise at the given event, making sure all computer presentations worked, microphones, and other technical tasks included in these duties)

- Provided creation and production of business tools for Code 353 (business cards, name tags, etc)
- Designed graphics for Code 35 employees to use in presentations.
- Supported Code 353 employees on PowerPoint briefs.
- Construct and revised Code 353 Organizational Charts.
- Updated Seabasing Newsletter links.
- Provide direct technical support to the Code 353 director.
- Constructed POA&M for ONR web revisions and updates.
- Updated HPT&E public site
- Update pictures and content on EUWP site
- Updated C4ISR site.
- Updated FNC website with most current Green Perspective.
- Revised ONR Code 353 brochure.
- Formed Department 30 Overview Brief.
- Composed NRL D&I Brief for Code 353.
- Updated Thrust Area Quad Charts.
- Created online repository for NRL documents on Hopper.
- Printed and mounted USMC posters and art work.
- Sourced information for ONR 353 display
- Edited and Composed 353 brochure.
- Supported Deputy Director on the C2 brief.
- Composed copies of the annual brief.
- Sourced FY04 briefs and listed on Hopper.

- Supported Director on “Achieving a Decision GOWP” brief.
- Supported Code 353 and Department 30 with preparation for network outage.

**Future Activities:**

- Continue daily dues and tasks.
- POA for 30 website.
- Continue work on FNC web revision.

**Project Engineer Logistics Thrust Area:** In direct support of the Logistics Thrust Area Mr. Lawson accomplished the following tasks for the Expeditionary Unit Water Purification (EUWP) program:

- Finished working the changes to the EUWP WEB pages to include writing the text and integrating the pictures, etc
- Set up, developed posters, traveled to, and coordinated the EUWP Program member's participation at Senator Domenici and Congressman Pearce's news conference and welcoming of the EUWP GEN 1 Demonstrator to the Tularosa Basin National Desalination Research Facility, Alamogordo, NM on Saturday afternoon, April 2<sup>nd</sup>.
- The following week, in addition to commencing our “pre-move” (to new building) clean-up, set-up and coordinated the shipping of the EUWP Conference Display Unit, with posters for the American Water Works Association Conference in Oklahoma City, OK for the 11 – 13 April by Drew Downing TARDEC.
- Commenced exercising “mentorship” activities suggested by the Director with select 353 Division personnel – subject matter varied but the theme consistent with the Director's desire for establishing a wholesome and aggressive S&T/D&I environment.
- In coordination with the Deputy Director, set up and conducted a meeting of select ONR personnel with Chuck Mirabile, SPAWAR, San Diego and his team, about the C-CAP program on the 21<sup>st</sup>.
- Engaged in prior activities and administration leading up to, and then attended the EUWP Science and Technology BAA IPT (final proposal selection) Workshop (2 days) 26<sup>th</sup> and 27<sup>th</sup> April.
- Subsequently, assisted to set up a separate one day Workshop to address selection of awardees for the Trace Materials (Topic 4) IPT Monday 2 May.
- Due to ONR's transfer of computer servers from the BCT 1 building to NRL many work a rounds had to be pursued in order to conduct any sort of business for over better than the last week of April – challenging, but mission completed with Gryphon Team support.

**Project Engineer HPT&E.** As Project Engineer Charlene Mattson accomplished the following actions during April 2005, identified as follows:

- Conducted weekly meetings with Ray Bartholomew to verify the invoice expenditures with the STARS expenditures for ongoing HPT&E projects/efforts concerning budget execution
  - Prepare weekly required reports in support of the HPT&E, including expenditure plans and spend plans
  - Coordinated budgeting activities to include new contracts and contract modifications with PMTRASYS, Orlando FL. Report these budget activities to LCDR Dylan Schmorrow.
  - Completed composing all updated FY05 project data to review and to assemble an updated version of the HPT&E website.
  - Assisted in the preparation of the Kick off Fast C2AP meeting for Naples, Italy, 6<sup>th</sup> Fleet.
  - Attended weekly teleconference between NRL, DARPA, NAVSEA, PMTRASYS and ONR to discuss current and future VITRE technologies
  - Assisted in the deployment of an integrated portfolio for Fast C2APS. This a website that helps project teams to collaborate, communicate and organize the government management, government partners and performers. Windows Share Point Services allows teams to create Web sites for information sharing and document collaboration, benefits that help increase individual and team productivity. Including such IT resources as portals, team workspaces, e-mail, presence awareness, and Web-based conferencing, Windows Share Point Services enables users to locate distributed information quickly and efficiently, as well as connect to and work with others more productively.
  - Conducted the HPT&E move to Liberty One. All Code 34 and 353 documents were packed in either boxes or crates. These crates were labeled as well as all computer items, furniture and supporting items.
3. Any significant changes to the contractor's organization or method of operation to the project management network:
- N/A
4. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract:

None

5. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract:

None

6. Any trips and significant results:

Person	Point of Origin	Destination	Dates	Mode of travel
C. Mattson	Virginia	Cherry Hill, NJ	12-24 April	POV
L Lawson	Washington DC	Alamogordo, NM	31 Mar – 3 April	Air

7. Contract schedule status: N/A

8. Plans for activities during the following reporting period:

- Continued to participate in ONR's move to the new facility.